

Approved For Release 2000/08/04 : CIA-RDP78-06209A000100090014-1

DDTR ✓  
DTR HZ  
DTR Staff Meeting  
Thursday, 1 March 1973  
1400-1510

STATINTL

STATINTL

In Attendance: Messrs. Cunningham, [REDACTED]  
[REDACTED]

Mr. Cunningham:

DD/S Meeting-Executive Session - DCI will bring about reduction in the Agency beyond the three percent cut of FY 74. Mr. Coffey is leaving his job at a time not yet specified. [REDACTED] is replacing Bronson Tweedy; Major General Daniel Graham, presently D/Estimates/DIA coming on board; [REDACTED] also being brought on board. The CS will be renamed the Operations Directorate; OPPB will be renamed the Office of Resource Management. Sees two objectives of great importance to be economic intelligence and the Third World; thinks that they have not been given sufficient attention.

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Action Items: Paper by Junior Officer Study Group (with IG's comment) on Grievance Procedure: [REDACTED] to submit comments to DTR by Monday, 5 March. Action plan to Support objectives: Memo to [REDACTED] and MPG for review. List of papers since 17 October on Program Planning to MPG "for any action necessary."

Briefings of Office Heads by OTR will very likely be scheduled-ACTION EA/P

27 March will be his last day on duty; 2 April is his retirement date.

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[REDACTED]  
SA/CD, [REDACTED], will be the 'focal-point officer' for new requirements for courses and programs levied on School and Staff Chiefs from outside OTR. SA/CD will establish priorities after coordinating reqms.

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Requested names for Reading Improvement Course to be given in April; has only one to date.

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Middle-Management Task Force met with the subcommittee, Messrs. Wattles and [REDACTED]. Grid questionnaires were sent out week of 26 February.

STATINTL

Call from [REDACTED] on CIA's EEO Plan for 73; rejected by Office of Federal Equal Employment Opportunity, USCSC. More data required.

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Interviewed [REDACTED] PhD in Linguistics, as [REDACTED] replacement. Very good candidate; is looking into other opportunities for employment. Language School's enrollment is at its peak with 421; with another class beginning Monday, this will bring it to 435. Attended a meeting with a journalist, Ed Cashman, (Tom had approval of [REDACTED])

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Third and final OTR Orientation scheduled for Thursday, 8 March; comments about the program still good. CIA: Today and Tomorrow over-subscribed.

STATINTL

Annual briefings of DD/S by Offices suspended. The new Selectrics will be made available to comply with the 2 April DD/S deadline; to be used for all correspondence going through the DD/S to other offices. Budget figures for FY 75 due 15 March. Objectives approved by the DTR will be distributed shortly; School and Staff Chiefs are to describe how they are going to implement objectives for which they are responsible; monitoring is to be by way of the Weekly Report (reference DD/S Admin. Notice sent to each School and Staff Chief).

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Three and one-half day course on Information Science conducted for Midcareerists successful. One-month "Functions" course starts Monday. The Management\*course starts 23 April; already oversubscribed. Special workshops have been requested by AIS; suggests that other offices such as [REDACTED] NPIC, and OCI will follow with requests.

\*Management Science for Intelligence

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MINUTES  
DD/S STAFF MEETING  
27 February 1973

Cg

25X1A

1. Present were Messrs. Coffey, Wattles, Blake, [REDACTED], Cunningham, [REDACTED], Dr. Tietjen, Messrs. [REDACTED], Fisher, [REDACTED], [REDACTED]

25X1A

25X1A

25X1A

2. Grievance Procedure - Mr. Wattles

a. Mr. Wattles noted the handout of the Junior Officers' Study Group's paper titled "Grievance Procedure" of 24 January 1973 which was sent to Mr. Colby and which he then forwarded to the IG for comment. The IG submitted three recommendations to Mr. Colby. Mr. Colby has approved the IG recommendations. Two of the three recommendations affect a call for action on the part of the Directorates. Mr. Wattles suggested that, with the help of the Office Heads, a DD/S Administrative Instruction could be written to implement the IG recommendations which affect the Support Directorate.

- b. The recommendation which is not an action item for the Directorates is:

"An educational program be launched to acquaint Agency personnel with the functions of the Office of the Inspector General, this program to include furnishing direct information through an Employee Bulletin or some other means; briefings for all Personnel Officers and associates so that in the conduct of their duties they would have a greater awareness of the IG role; presentations be made concerning the role of the IG at various levels of the training program."

- c. The two recommendations which are action items for the Directorates are:

(1) Directorates should review their personnel management procedures to ensure that there are easy and known opportunities for the presentation of employee grievances. Although the normal organizational channels should be able to handle grievances, in some cases special panels of employees' peers could be set up for grievance review (as the DDP has done in recent cases). I believe it is very important that grievances be given a full airing and handling within the directorates and be brought to the Office of the Inspector General on an appeal basis.

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CL BY 057999

(2) A wider distribution and use of IG reports should be made by the directorates. Pertinent portions should be made known to interested individuals and especially any action taken by the components concerning the subject.

25X1A d. Mr. Wattles asked that the Office Heads come back with their suggestions by the first of next week. [REDACTED] and I would like to get a handle on this, and write a Directorate response to the IG," said Mr. Wattles.

3. Letters of Appreciation - Mr. Coffey

25X1A a. A note of appreciation has been received from [REDACTED], Chief Life Sciences Division, OSI, regarding the help extended LSD/OSI by [REDACTED] in arranging a recent visit for [REDACTED] 25X1A

25X1A b. [REDACTED] has sent a note commending [REDACTED] for his excellent performance as the chauffeur assigned to him these past six years. 25X1A

25X1A c. [REDACTED] has sent a note to Mr. Coffey expressing thanks, "for the wonderful support we have received from your Directorate, both here and abroad. It is not too much to say that getting the Plans job done would be impossible without the daily close support and assistance of your associates in all of the several disciplines in which your Directorate functions ... accept our thanks for a job well done."

25X1A 4. Equal Employment Opportunity - [REDACTED]

25X1A [REDACTED] commented on the attached letter received by [REDACTED] from the Director, Office of Federal Equal Employment Opportunity, USCSC. [REDACTED] said that the recently named Office EEO officers will be developing the information now needed by [REDACTED] 25X1A

25X1A 5. Around the Table

a. OLC is trying to get with the appropriate Congressional committees to see if the CIARDS quota issue can be run in on some other bill (other than the Agency's Omnibus Bill) or a separate bill be placed in the hopper. We should have an answer in about a week. At the present, OMB doesn't seem to have any problem with this one small item.

25X1A b. Mr. Cunningham said that an AP reporter has requested permission to visit [REDACTED] The reporter would like a written turn-down if he is not permitted to visit [REDACTED] Mr. Coffey said that the Management Committee will be discussing whether an "open day" for [REDACTED] is in the offing.



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OFFICE OF FEDERAL EQUAL EMPLOYMENT OPPORTUNITY

WASHINGTON, D.C. 20415

IN REPLY PLEASE REFER TO

Return to JCS  
YOUR REFERENCE

FEB 1 6 1973

25X1A

[REDACTED], Director  
Equal Employment Opportunity  
Central Intelligence Agency  
Washington, D.C. 20505

25X1A

Dear [REDACTED]:

A preliminary review has been made of the Central Intelligence Agency's Equal Employment Opportunity Plan for Calendar Year 1973. We find that the plan does not meet the requirements of Public Law 92-261 because it does not include the following:

- (1) An estimate of your agency's allocation of personnel and resources to the EEO program for 1973;
- (2) Training and education programs for upward mobility to be given this year to meet specific EEO objectives with estimated numbers or percentages of employees who will be involved;
- (3) Specific action items dealing with the 16-Point Program for the Spanish-surnamed, especially in the areas of your plan dealing with recruiting, upward mobility, training in EEO program understanding, and internal program evaluation.

The plan does not meet the requirements of a national plan for EEO as spelled out in the law or in Civil Service Commission Bulletin No. 713-25, in that it places emphasis on statements of policy and general intent rather than on specific action items with target dates clearly given for their completion. Your plan focuses on what you are already doing rather than on what you intend to do during the coming year. A plan should distinctly reflect the progress expected during the plan year. The establishment of firm target dates will help indicate to responsible officials the rate of progress expected and should enable them to pace their efforts accordingly.

In addition, an action plan should be based on an assessment of the current employment profile. In several areas of your plan there are

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indications that such assessments are being made, but on an unsystematic basis. An overall assessment should enable you to locate problem areas (as you have done, for example, in recruiting, last paragraph on page 5, and in upward mobility, last paragraph, page 5) wherever they may occur throughout the agency and to design brief but specific action items - assigned to particular officers or organizations - to overcome those problems.

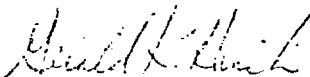
We suggest that you may want to consider the use of a format more conducive to specificity, such as:

OBJECTIVE	ACTION ITEMS	RESPONSIBLE OFFICER	TARGET DATE	DATE ACCOMPLISHED
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It will be necessary for you to review and modify your plan in accordance with the above. We will expect to receive a revised plan within 30 days.

If we can be of any further assistance in developing the plan, please, call me or a member of my staff on 632-6256.

Sincerely yours,



Gerald K. Hinch  
Director

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MINUTES  
DD/S STAFF MEETING  
20 February 1973

25X1A

25X1A

25X1A

1. Present were Messrs. Coffey, Wattles, [REDACTED] Dr. Tietjen, Messrs. Fisher, Osborn, [REDACTED], Blake, Cunningham, [REDACTED]

25X1A

3. Possible Refund of Taxes Paid on Retirement Deductions - [REDACTED]

25X1A

Local newspapers have reported that two unions are instituting federal court action to exempt from current taxation the 7 percent deductions for retirement annuities. The unions believe that the tax should be paid only as the employee receives his retirement annuity. The unions are reported to be advising federal employees to make a refund claim for the 1969 tax year by 15 April 1973 to avoid the 3 year statute of limitations for that tax year. Tax claims for the years 1970 and 1971 can be filed at the same time. For the 1972 tax year, one should first file his regular return and follow it later with a Form 1040X or Form 843. Persons under non-official cover should send their forms to [REDACTED], Chief, Covert Tax Staff, Room GH 43, Hqs.

4. Support Directorate Security Violations - January 1973 - Mr. Coffey

There were five security violations within the Support Directorate during the month of January: two were in Logistics, two in Commo and one in Training.

5. Letters of Appreciation - Mr. Coffey

25X1A

a. [REDACTED], Chief, WH Division, forwarded a letter to Mr. Howard Osborn expressing gratitude for the support given to [REDACTED] Office of Security following [REDACTED]

25X1A

b. Brig. General Temple, the new Commanding Officer of the U.S. Air Force's Office of Special Intelligence, sent a letter of appreciation to Mr. Schlesinger asking the Director to relay his thanks to Mr. Osborn and the Office of Security for the briefing in Technical Demonstration the General received.

DESTROY AFTER READING

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